

United States Court of Appeals  
for the Second Circuit

**Vacancy Announcement**

February 2, 2010  
Reference# FY10-14

**Position Title:** Branch Librarian

**Location:** Library of the U.S. Courts  
Hartford Branch  
Hartford, Connecticut

**Salary Range:** CL-27 (\$50,619 - \$82,250)  
depending on experience,  
current salary and qualifications

**Closing:** Open Until Filled

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**Position Overview:** The Branch Librarian manages and maintains a small law library with a part time library technician to assist. The Librarian is responsible for reference and research services to the Federal judges and Judiciary staff in Hartford, Northern Connecticut and Vermont. Duties include developing and training educational programs and providing the following online reference services in Hartford and to other remote locations: Westlaw, Lexis-Nexis, OCLC, SIRSI Unicorn ILS, and the Judiciary intranet. The Branch Librarian will also be responsible for improving access to online databases and Internet resources and for providing training for such resources. Works in cooperation with the court librarian in New Haven, and reports to the Circuit Librarian or Deputy Circuit Librarian.

**Requirements:** MLS or equivalent degree from ALA accredited school; at least one year experience in legal reference services in a library setting; understanding of Internet technology; experience in web page design and maintenance; knowledge of legal bibliography and legal research techniques including use of books, Westlaw, Lexis-Nexis, and other online databases and legal information sources including the Internet; management and interpersonal skills; strong service orientation; ability to work alone and as part of a team; flexibility; initiative. Experience teaching the use of the Internet and online legal research desirable. Background in OCLC and Sirsi Unicorn Integrated Library System a plus. Knowledge of word processing and spreadsheet programs required.

**Submit 2 cover letters and 2 resumes to:**  
**United States Court of Appeals, Second Circuit**  
**40 Foley Square, Room 1604**  
**New York, NY 10007**  
**Attn.: Human Resources, Reference #FY 10-14**

**THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND  
CHECK**

**AN EQUAL OPPORTUNITY EMPLOYER**